

**BOARD OF TRUSTEES  
JANUARY 13, 2025 at 5:00 P.M.  
AGENDA**

ROLL CALL:

PUBLIC COMMENT:

APPROVAL OF THE MINUTES OF DECEMBER 9, 2024 (as mailed):

APPROVAL OF THE MINUTES OF SPECIAL MEETING DECEMBER 26, 2024 (as mailed):

CORRESPONDENCE:

LIBRARIAN'S REPORT:

MEDIA STRATEGY PLAN:

REVENUE & EXPENSE REPORT FOR NOVEMBER FOR ACCEPTANCE:

CITY TRUST REPORT (BALANCE SHEET) FOR NOVEMBER FOR ACCEPTANCE:

REVENUE & EXPENSE REPORT FOR DECEMBER FOR ACCEPTANCE:

CITY TRUST REPORT (BALANCE SHEET) FOR DECEMBER FOR ACCEPTANCE:

EXPENSES FOR JANUARY FOR APPROVAL:

UNFINISHED BUSINESS:

- Third Reading of Meeting Space Policy

NEW BUSINESS:

- Art policy
- Budget for part-time staff
- Director transition

MISCELLANEOUS BUSINESS:

ADJOURNMENT:

Please call 828-0585 or email [knoxlib@knoxvilleia.gov](mailto:knoxlib@knoxvilleia.gov) if you are unable to attend this meeting. The next regular Board Meeting will be held Monday, February 10 at 5:00 P.M. at the library.

**Library Board of Trustees Meeting  
December 9, 2024**

The Knoxville Public Library Board of Trustees met at the library on Monday, December 9, 2024 at 4:00 p.m. Members present were Jan Evans, Erin McBride, Lindsey Carlson, John Mertz, Laura Kendrick, Elly Shaw, and Dave Garcia.

The meeting was called to order by Lindsey Carlson. Mertz moved, McBride seconded to approve the minutes of the November 11, 2024 meeting as mailed. Motion passed unanimously.

Roslin gave the librarian's report for November 2024. Total circulation was 2,648 printed materials, 570 non-print materials, while downloadable materials numbered 1,593 items. Computer usage was 314 with 1,031 recorded usage of the wifi. The AWE computer count was still not working. Total number of visits for November was 1,911 (average of 83 visits a day).

The library held regular programming as well as new such as the special Fairy Tales ST that drew boys and girls, LEGO Play, and a scavenger hunt. School visits reached 336 students and 25 educators. City and county budget planning is underway with meetings scheduled next week. A sub-committee was formed to plan the city budget. The library hours will adjust for the holiday break and offer additional programs for kids and families: craft drop-in day, gingerbread houses decorating, and bingo.

Under Media Strategy Plan, the library will publish its calendar for January and send it to the various media outlets. KNIA/KRLS reporter has interviewed staff regarding several programs. Programs are published on the city website.

Financial reports were not available. Evans moved, Kendrick seconded the approval for payment of bills for December. Motion passed unanimously, and a copy is attached to the minutes.

Under New Business, the board interviewed 3 new candidates for the library director position. After deliberation, McBride moved, seconded by Shaw to offer the position to candidate #4. Carlson will contact her in the morning for confirmation.

There being no further business, the meeting was adjourned at 7:50 p.m. The next regular meeting will be held Monday, January 13, 2025 at 5:00 PM at the Knoxville Public Library.

Roslin Thompson, secretary

**Library Board of Trustees Special Meeting  
December 26, 2024**

The Knoxville Public Library Board of Trustees met at the library on Thursday, December 26, 2024 at 4:00 p.m. Members present were Laura Kendrick, Jan Evans, Erin McBride, John Mertz, Elly Shaw, and Lindsey Carlson. Dave Garcia was absent. Director Thompson was also present.

The Board discussed the library director position still open since candidate #4 had accepted another position elsewhere. Mertz moved, seconded by McBride to offer the position to Candidate #5, who will start part-time leading to a full-time position. She is currently in school to attain her Master's in Library and Information Science and will graduate in May 2025. Motion passed.

There being no further business, the meeting was adjourned at 5:20 p.m. The next regular meeting will be held Monday, January 13, 2025 at 5:00 PM at the Knoxville Public Library.